

TOWN OF HARTLY  
P.O. Box 181  
HARTLY, DE 19953

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**MEETING MINUTES**  
Thursday, October 8, 2020

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**I. Call to Order and Roll Call**

Meeting was called to order by Mark Maguire at 7:00 PM.

Council Present:

Suzanne Morris	Robert Graves
Mark Maguire	Megan Raughley

Council Not Present:

Raymond Morris
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Guests Present:

Joanna Bishop
Judy Nazelrod
Rebekah Legar
Jeremy Quick

**II. Invocation & Pledge of Allegiance**

Suzanne provided Invocation. Mark led in the Pledge of Allegiance.

**III. Approval of Previous Meeting Minutes and Tonight's Agenda**

Suzanne motioned MMs and tonight's agenda be accepted, Robert 2<sup>nd</sup> approval of August 2020 Meeting Minutes and October 2020 agenda. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	

#### **IV. Reports**

##### **a. Treasury (Suzanne Reported)**

###### **i. Citizens Bank Account**

As of 10/8/2020, balance of \$26,852.63. Savings Account: Reported balance 9/30/2020 balance of \$25,002.30.

###### **ii. Restitution from Richie Casson**

Payments have been received in the amount of \$50.00 per month as agreed; current balance due \$84,376.50

###### **iii. Delaware State Police Accounting Record**

The 2020 summary: total expenses \$2,116.92; total income: \$695.75.

###### **iv. Property Tax and Street Light Tax**

Suzanne reported that \$2,650.50 have been paid so far; remaining due \$8,359.50 with a payment due date of 10/31/2020. 2020 Street Light Tax total outstanding balance of \$2,660.00. Total Past Due taxes including penalties is \$3,269.94 of which \$1,201.97 has been received. 4 properties are over 1 year past due: Brown, Ennis, Scott and Turner. Swiney property is past due with the remaining balance of last year's taxes.

Rob motioned, Megan seconded, to accept the Treasury Reports. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Roughley	X			
Raymond Morris			X	

##### **b. Building Permits**

Rob reported 2 permits; 1 for a fence on Main Street, the other for a roof repair, also on Main Street. We have received the payment for the roof repair but have not been able to get back in touch with the property owner (Potter) for the permit to be sent for their records.

##### **c. Correspondence**

Suzanne distributed mail received; none required follow up.

#### **V. Unfinished Business**

##### **a. Sidewalks (TAP)**

Mark reported he spoke with DelDOT rep, Jeff, regarding Phase 2 plans. Funding for engineering has depleted and both Senator Lawson and Representative Speigelman have agreed to assist with funding assistance.

##### **b. Street Light Update:**

Mark reported no new updates.

##### **c. Vacant Building Registration update**

No update; Raymond to follow up and take over this.

**d. Town Police update**

Mark reported that we are on hold for this initiative until we have the Town Charter Update completed.

**e. Town Charter Update**

Suzanne has all changes noted but has not been able to make contact with the lawyer.

**f. Building Ordinance Amendment Final Reading**

Megan reported the final reading was completed and the Amendment was posted as necessary.

**g. Grass Maintenance & Ordinance Letters Update**

Megan reported 4 letters sent; green cards received for 3. Rowan and Family Dollar have had minor corrections but not to the requirements of the ordinance. Rob to reach out to Crossley to discuss options for cutting for Family Dollar, Rowan and Scott properties.

**h. 2020 Comprehensive Plan Committee Update**

Suzanne reported she will get the surveys mailed out.

**i. Land and Zoning Use Plan Update**

Mark reported he and Rob are working to amend and update the information. Once a draft is completed, it will be updated to the website and posted for public review.

**j. Post Office Parking Update**

Mark reported no new update.

**k. Town Property Search Update**

Removing from agenda unless a property arises that is sizable enough to make use of.

**l. Nazelrod - Kingdom Kids Daycare, Inc.**

Mark reported that a vote was completed at the last meeting to discuss the variance request which ended in a tie. Property owner, Judy Nazelrod, provided a presentation with reasons for the variance request, current property conditions and the issues within the property that are requiring her requested placement for the pole building; sewer lines are the main issue and by placing the proposed building at the current 10 feet variance requirement, she would be within 1 feet of the existing sewer lines which would not be approved by the county for placement. The proposed building will be used for records, vehicles and equipment storage only. The current building that houses the Daycare is 5 feet off the property line and was grandfathered in; this new building would be in line with the placement of the existing building for aesthetics and function for the property owner.

Suzanne motioned, Rob seconded, to vote to approve the variance request for Kingdom Kids Daycare, Inc as presented by the property owner. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	

Suzanne requests a letter be drafted to Mr. Greene to make him aware of the outcome of this meeting vote. Rob to draft a variance approval to provide to the property owner for her records and drop it off to Kingdom Kids Daycare. Suzanne will research if a resolution is required for this variance approval.

**m. Speed Signs Upgrade**

Commissioners to meet on October 17th @ 10a to update the internet cards in the speed signs.

**n. Annexation and Consolidation of Morris Property**

Rob reported that he reached out to the members of the appointed committee and explained the request for the property annexation and consolidation. All committee members were in agreement for the annexation and consolidation to be completed; in addition, the committee members would like to see further annexation on North Street. A letter will need to be drafted listing the approval for this process to continue.

Rob motioned, Megan seconded, to vote to approve the annexation and consolidation of the Morris Property to include the entire driveway. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris				X
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	

**o. Public Workshop Update**

Megan provided minutes on the Public Workshop held on 9/17/2020; Town Charter packet is being prepared for the lawyer's review. Comprehensive Plan updates still in progress; surveys will be sent out ASAP to residents; goal is to have the update by the end of the year. Suzanne will update the notes from the workshop to the website.

**p. Other unfinished business as may be necessary for discussion and/or action**

None

**VI. New Business**

**a. 2021 Budget Review and 1st Reading**

Suzanne reported the projected budget income for 2021 would total \$27,335.00. Projected expenses include: Delmarva Power, Phone, postage, office supplies, community events, insurance and bonding, maintenance and supplies, Public Safety and DSP. Suzanne to update website and Facebook; Megan will post in Post Office

**b. 2020 Holiday/Christmas Event Discussion**

Due to COVID-19 restrictions, this will need to be evaluated as the ban lifts for social distancing. Mark suggests we do a Facebook Live for the Tree Lighting on the 2nd Saturday in December as

usual. If the ban lifts, the Council will convene for an emergency meeting to coordinate events as we are able.

**c. Delaware State Police Jobs 4 Blue Update**

Mark reported that he has been in contact with the Lieutenant in charge of our sector. He discussed no progress updates being provided, shifts not being covered, etc. Mark has placed several new shifts for the upcoming months.

**VII. Public Comment / Council Member Comment**

Public Comment: Property Owner, Judy Nazelrod, has a question about her taxes. Suzanne believes this is covered by CoreLogic, she advised that she will look into this and reach out to her should there be any payment requirements from the Property Owner directly. She also shared an incident of someone approaching her at her property on multiple occasions that she has contacted DSP about.

Council Member Comment: Mark commented that an out of town resident called to advise that he had someone wandering his property around 2a. Mark asked that everyone take extra precaution and keep an eye out; if you see something, say something.

**VIII. Adjournment**

Megan motioned, Suzanne seconded to adjourn at 8:00 PM. Motion carried.

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	